

HARYANA GOVT. GAZ., AUG. 9, 2011

[Authorised English Translation]

**HARYANA GOVERNMENT
PUBLIC HEALTH ENGINEERING DEPARTMENT
Notification**

The 5th August, 2011

No. G.S.R.13/ Const./Art.309/11.-In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Haryana hereby makes the following rules regulating the recruitment and conditions of service of persons appointed to the Haryana Public Health Engineering Department, Draftsmen (Group C) Service, namely :-

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| Short title | 1 | These rules may be called the Haryana Public Health Engineering Department, Draftsmen (Group C) Service Rules, 2011. |
| Definitions | 2 | <p>(1) In these rules, unless the context otherwise requires, —</p> <p>(a) “Commission” means the Haryana Staff Selection Commission ;</p> <p>(b) “direct recruitment” means an appointment made by selection otherwise than by promotion from within the Service or by transfer of an official already in the service of the Government of India or any State Government ;</p> <p>(c) “Engineer-in-Chief” means the Engineer-in-Chief of the Haryana Public Health Engineering Department;</p> <p>(d) “Government” means the Haryana Government in the</p> |

Administrative Department ;

- (e) “institution” means, —
- (i) any institution established by law in force in the State of Haryana; or
 - (ii) any other institution recognized by the Government for the purpose of these rules;
- (f) “recognized university” means, —
- (i) any university incorporated by Law in India, or
 - (ii) any other university which is declared by the Government to be a recognized university for the purpose of these rules;
- (g) “Service” means the Haryana Public Health Engineering Department, Draftsmen (Group C) Service.

Number and
character of
posts

3 The Service shall comprise of the posts shown in Appendix A to these rules.

Provided that nothing in these rules shall affect the inherent right of the Government to make additions to or reductions in the number of such posts or to create new posts with different designations and scales of pay, either permanently or temporarily.

Nationality,
domicile and
character of the
persons
recruited to
Service

- 4 (1) No person shall be appointed to any post in a Service, unless he is,
- (a) a citizen of India ; or
 - (b) a subject of Nepal; or
 - (c) a subject of Bhutan,or

- (d) a Tibetan refugee who came over to India before the 1st January, 1962, with the intention of permanently settling in India; or
- (e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, or any of the East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire and Ethiopia with the intention of permanently settling in India:

Provided that a person belonging to any of the categories (b),(c),(d) or (e) shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

(2) A person in whose case a certificate of eligibility is necessary, may be admitted to an examination or interview conducted by the Commission or any other recruiting authority but the offer of appointment may be given only after the necessary eligibility certificate has been issued to him by the Government.

(3) No person shall be appointed to any post in the Service by direct recruitment, unless he produces a certificate of character from the principal academic officer of the university, college, school or institution last attended, if any, and similar certificates from two other responsible persons, not being his relatives, who are well acquainted with him in his private life and are unconnected with his university, college, school or institution.

- Age 5 No person shall be appointed to the post in the service by direct recruitment who is less than seventeen years or more than forty years of age, on the last date of submission of application to the commission.
- Appointing authority 6 Appointments to the posts in the Service shall be made by authority specified in column 3 of Appendix C.
- Qualifications 7 No person shall be appointed to any post in the Service, unless he is in possession of qualifications and experience specified in column 3 of Appendix B in the case of direct recruitment and those specified in column 4 of aforesaid Appendix in the case of persons appointed otherwise by direct recruitment;
- Provided that in the case of appointment by direct recruitment, the qualifications regarding experience shall be relaxable to the extent of 50 percent at the discretion of the Commission in case sufficient number of candidates belonging to Scheduled Castes, Backward Classes, other Backward Classes, Ex-Serviceman and Physically Handicapped persons possessing the requisite experience, are not available to fill up the vacancies reserved for them, after recording reason for so doing in writing.
- Disqualifications 8 (1) No person, —
- (a) who has entered into or contracted a marriage with a person having a spouse living; or
 - (b) who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to any post in the Service:

Provided that the Government may, if satisfied, that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

Method of
recruitment

9. (1) Recruitment to the Service shall be made, —

(a) in the case of Circle Head Draftsman —

(i) by promotion from amongst the Divisional Head Draftsmen ; or

(ii) by transfer or deputation of an official already in the service of any State Government or the Government of India;

(b) In the case of Divisional Head Draftsman,—

(i) by promotion from amongst the Assistant Draftsmen ;
or

(ii) by transfer or deputation of an official already in the service of any State Government or the Government of India;

(c) In case of Assistant Draftsman, —

(i) 66% by direct appointment; and

(ii) 17% by promotion from amongst Tracers who have qualified the certificate course in Civil Draftsman or Diploma in Civil Engineering; and

(iii) 17% by promotion from amongst Tracers who have qualified departmental test as specified in Appendix E ; or

- (iv) by transfer or deputation of an official already in the service of any State Government or the Government of India:

Provided that the percentage by promotion is only for the existing Tracers in the Department as per provision of clause (ii) and (iii) given above. After exhausting the present available Tracers the percentage in sub clause (i) shall be read as 100% in place of 66%.

(2) All promotions unless otherwise provided, shall be made on seniority-cum-merit basis and seniority alone shall not confer any right to such promotions.

10 Procedure for direct recruitment to the post of Assistant Draftsmen.

(1) Selection of candidate shall be made by the Commission, after holding a competitive examination, the syllabus for which is prescribed in Appendix- F:

Provided further that if the number of candidates is more than twenty times the number of vacancies advertised, the Commission may hold a screening test to shortlist the candidates for the competitive examination.

Provided further that a candidate shall not be considered qualified for appointment, unless he obtains a minimum of 40% marks in each subject and also a minimum of 50% marks in the aggregate and no candidate who fails to obtain the qualifying marks shall be called for interview by the Commission:

Provided further that in case of a candidate belonging to Scheduled Castes/ Scheduled Tribes, the requirement of aggregate marks shall be 45%.

Provided further that the Commission shall recommend the required number of candidates after arranging their names in the order of merit indicating which out of them belong to Scheduled Castes/ Scheduled Tribes and Backward Classes or any other category.

Provided further that the Commission may hold a combined competitive examination for selection to the Service as well as to any other Draftsmen Service or Services of the State and in such an event appointment shall be made in the order of merit cum option as directed by the Commission.

(2) All the Assistant Draftsmen appointed by direct appointment may be required to undergo foundation training for a period of three months before they are given independent charge. During training period, they shall be designated as “Trainee Assistant Draftsman as the case may be”. The training period shall count towards the period of probation.

Probation

11 (1) A person appointed to any post in the service shall remain on probation for a period of two years, if appointed by direct recruitment, and one year, if appointed otherwise:

Provided that —

- (a) any period, after such appointment, spent on deputation on a corresponding or a higher post shall count towards the period of probation; and
- (b) any period of work in equivalent or higher rank,

prior to appointment to any post in the Service, may in the case of an appointment by transfer, at the discretion of the appointing authority, be allowed to count towards the period of probation fixed under this rule ; and

- (c) any period of officiating appointment shall be reckoned as period spent on probation, but no person who has so officiated shall, on the completion of the prescribed period of probation, be entitled to be confirmed, unless he is appointed against a permanent vacancy.
- (2) If, in the opinion of the appointing authority, the work or conduct of a person during the period of probation is not satisfactory, it may, —
- (a) if such person is appointed by direct recruitment, dispense with his services; and
 - (b) if such person is appointed otherwise than by direct recruitment; —
 - (i) revert him to his former post; or
 - (ii) deal with him in such other manner as the terms and conditions of the previous appointment permit.
- (3) On the completion of the period of probation of a person the appointing authority may, —
- (a) if his work or conduct has, in its opinion, been satisfactory, —

- (i) confirm such person from the date of his appointment, if appointed against a permanent vacancy; or
 - (ii) confirm such person from the date from which a permanent vacancy occurs, if appointed against a temporary vacancy; or
 - (iii) declare that he has completed his probation satisfactorily, if there is no permanent vacancy; or
- (b) if his work or conduct has, in its opinion, not been satisfactory, —
- (i) dispense with his Service, if appointed by direct recruitment, if appointed otherwise, revert him to his former post or deal with him in such other manner as the manner as the terms and conditions of previous appointment permit; or
 - (ii) extend his period of probation and thereafter pass such order, as it could have passed on the expiry of the first period of the probation:

Provided that the total period of probation including extension, if any, shall not exceed three years.

Seniority

12 Seniority interse of members of the Service shall be determined by the length of continuous service on any post in the Service:

Provided that where there are different cadres in the service, the

seniority shall be determined separately for each cadre:

Provided further that in the case of members appointed by direct recruitment, the order of a merit determined by the Commission shall not be disturbed in fixing the seniority :

Provided further that in the case of two or more members appointed on the same date, their seniority shall be determined as follows, —

- (a) a member appointed by direct recruitment shall be senior to a member appointed by promotion or by transfer;
- (b) a member appointed by promotion shall be senior to a member appointed by transfer;
- (c) in the case of members appointed by promotion or by transfer, seniority shall be determined according to the seniority of such members in the appointments from which they were promoted or transferred ; and
- (d) in the case of members appointed by transfer from different cadres, their seniority shall be determined according to pay, preference being given to a member who was drawing a higher rate of pay in his previous appointment, and if the rates of pay drawn are also the same, then by the length of their Service in those appointments and if the length of such service is also the same, the older member shall be senior to the younger member.

Liability to serve 13 (1) A member of the Service shall be liable to serve at any place whether within or outside the State of Haryana on being ordered so to do by the appointing authority.

(2) A member of the Service may also be deputed to serve under, —

- (i) a company, an association or a body of individuals whether incorporated or not, which is wholly or substantially owned or controlled by the State Government, a municipal corporation or a local

- authority or university within the State of Haryana ;
- (ii) the Central Government or a company, an association or body of individuals , whether incorporated or not, which is wholly or substantially owned or controlled by the Central Government ; or
- (iii) any other State Government, an international organization, an autonomous body not controlled by the Government or private body :

Provided that no member of the Service shall be deputed to serve the Central or any other State Government or any organization or body referred to in clause (ii) or clause (iii) except with his consent.

Pay, leave,
pension and
other matters

14 In respect of pay, leave, pension and all other matter not expressly provided for in these rules, the members of the Service shall be governed by such rules and regulations as may have been or may hereafter be adopted or made by the competent authority under the Constitution of India or under any law for the time being in force made by the State Legislature.

Discipline,
penalties and
appeals.

15 (1) In matters relating to discipline, penalties and appeals members of the Service shall be governed by the Haryana Civil Services (Punishment and Appeal) Rules 1987 as amended from time to time :

Provided that the nature of penalties which may be imposed, the authority empowered to impose such penalties and the appellate authority shall, subject to the provisions of any law or rules made under article 309 of the Constitution of India be such as specified in Appendix C to these rules.

(2) The authority competent to pass an order under clause (c) or clause (d) of sub rule (1) of rule 9 of the Haryana Civil Services

(Punishment and Appeal) Rules 1987 and appellate authority shall also be specified in Appendix D to these rules.

- Vaccination 16 Every member of the Service shall get himself vaccinated and revaccinated as and when the Government so directs by a special or general order.
- Oath of allegiance 17 Every member of the Service, unless he has already done so, shall be required to take the oath of allegiance to India and to the Constitution of India as by law established.
- Power of relaxation 18 Where the Government is of the opinion that is necessary or expedient to do so, it may, by order, for reasons to be recorded in writing relax any of the provisions of these rules with respect to any class or category or persons.
- Special provision 19 Notwithstanding anything contained in these rules the appointing authority may impose special terms and conditions in the order of appointment if, it is deemed expedient to do so.
- Reservations 20 Nothing contained in these rules shall affect reservations and other concessions required to be provided for Scheduled Castes, Backward Classes, other Backward Classes, Ex-Servicemen, Physical Handicapped persons or any other class or category of persons in accordance with the orders issued by the State Government in this regard from time to time.
- Repeal and savings 21 The Haryana Public Works Department (Public Health Branch), Draftsmen and Tracers (Group C) Service Rules, 1983 are hereby repealed.

Provided that any order made or action taken under the rules so repealed, shall be deemed to have been made or taken under the corresponding provisions of these rules.

APPENDIX A

(See rule 3)

Serial number	Designation of Posts	Number of Posts			Scale of Pay
		Permanent	Temporary	Total	
1.	Circle Head Draftsmen	3	15	18	Pay Band of 9300-34800 + 4000 Grade Pay.
2.	Divisional Head Draftsmen	9	59	68	Pay Band of 9300-34800 + 3600 Grade Pay.
3.	Assistant Draftsmen	21	131	152	Pay Band of 9300-34800 + 3200 Grade Pay.
4.	Tracers ..	--	08	--	Diminishing Cadre Pay Band of 5200-20200 + 2000 Grade Pay.

Note :- The post of Tracer vacated due to promotion or retirement shall be automatically abolished as cadre of Tracers is diminishing cadre.

APPENDIX B

(see rule 7)

Serial number	Designation of Post	Academic qualifications and experience, if any, for direct recruitment.	Academic qualifications and experience, if any, for appointment other than by direct recruitment.
1	2	3	4
1.	Circle Head Draftsman	----	<p>(I) BY PROMOTION</p> <p>Five years experience as Divisional Head Draftsman.</p> <p>(II) BY TRANSFER/DEPUTATION</p> <p>(i) Passed a recognized certificate course in Civil Draftsman conducted by State Industrial Training and Vocational Department, Haryana or any other recognized Institute by the Haryana Government.</p> <p style="text-align: center;">Or</p> <p>Passed three years recognized National certificate(Theoretical) course in Civil Engineering conducted by State Board of Technical Education, Haryana or</p>

			<p>any other recognized institute by the Haryana Government.</p> <p>(ii) Certified courses in AUTO Computer Aided Design (Civil), Water Computer Aided Design including 2 Dimensional and 3 Dimensional, AUTO Computer Aided Design Map 3 Dimensional / ARC INFO/ Structural Analysis and Design PRO. from Authorized training Centre of Application Software providers.</p> <p>(iii) Five years experience as Divisional Head Draftsman, and</p> <p>(vi) Knowledge of Hindi/ Sanskrit up to Matric Standard or higher education.</p>
2.	Divisional Head Draftsman	-----	<p>(i) Passed a recognized certificate course in Civil Draftsman conducted by State Industrial Training and Vocational Department, Haryana or any other recognized Institute by the Haryana Government.</p>

			<p style="text-align: center;">Or</p> <p>Passed three years recognized National certificate(Theoretical) course in Civil Engineering conducted by State Board of Technical Education, Haryana or any other recognized institute by the Haryana Government.</p> <p>(ii) Certified courses in AUTO Computer Aided Design (Civil), Water Computer Aided Design including 2 Dimensional and 3 Dimensional, AUTO Computer Aided Design Map 3 Dimensional / ARC INFO/Structural Analysis and Design PRO. from Authorized training Centre of Application Software providers.</p> <p>(iii) Five years experience as Assistant Draftsman.</p> <p>(iv) Knowledge of Hindi/ Sanskrit up to Matric Standard or higher education.</p>
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3.	Assistant Draftsman	<p>(i) Passed a recognized certificate course in Civil Draftsman conducted by State Industrial Training and Vocational Department, Haryana or any other recognized Institute by the Haryana Government.</p> <p style="text-align: center;">Or</p> <p>Passed three years recognized National Certificate (Theoretical) course in Civil Engineering conducted by State Board of Technical Education, Haryana or any other recognized institute by the Haryana Government.</p> <p>(ii) Certified courses in AUTO Computer Aided Design (Civil), Water Computer Aided Design including 2 Dimensional and 3 Dimensional, AUTO</p>	<p>FOR EXISTING TRACERS ONLY</p> <p>(i) Passed a recognized certificate course in Civil Draftsman conducted by State Industrial Training and Vocational Department, Haryana or any other recognized institute by the Haryana Government including two years experience as Tracer;</p> <p style="text-align: center;">Or</p> <p>Passed three years recognized National certificate (Theoretical) course in Civil Engineering conducted by State Board of Technical Education, Haryana or any other recognized institute by the Haryana Government including two years experience as Tracer;</p> <p style="text-align: center;">Or</p> <p>who have qualified the Departmental Test for the post of Assistant Draftsman</p>
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		<p>Computer Aided Design Map 3 Dimensional / ARC INFO/ Structural Analysis and Design PRO. from Authorized training Centre of Application Software providers.</p> <p>(iii) Knowledge of Hindi/ Sanskrit up to Matric Standard or higher education.</p>	<p>including five years experience service as Tracers, and</p> <p>(ii) Certified courses in AUTO Computer Aided Design (Civil), Water Computer Aided Design including 2 Dimensional and 3 Dimensional, AUTO Computer Aided Design Map 3 Dimensional / ARC INFO/ Structural Analysis and Design PRO. from Authorized training Centre of Application Software providers.</p>
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Note-1 : That certificate course in Draftsman in Civil Branch acquired through regular mode of education from any Institution shall be considered for appointment for any mode of recruitment to the service.

Note-2 : That the three years National certificate/Degree in Civil Branch acquired through regular mode of education mode from any Board/ University shall be considered for appointment for any mode of recruitment to the service.

Note :-3 The post of Tracer vacated due to promotion, retirement will automatically abolished.

APPENDIX- C

(see rule 15) (1)

Sr.No.	Designation of posts	Appointing authority	Nature of penalty	Authority empowered to impose penalty.	Appellate Authority.
1	2	3	4	5	6
1	Circle Head Draftsman	Engineer-in-	1. MINOR PENALTIES (i) Warning with a copy the on personal file (Character roll); (ii) Censure ; (iii) withholding of promotion; (iv) recovery from pay of the whole or part of any pecuniary loss caused by negligence or breach of orders to the Central Government or a State Government or to Company and Association or a body of Individuals whether incorporated or not, which is wholly or substantially owned or controlled by the Government or to a local authority set up by an Act of Parliament or of the Legislature of a State; and (v) withholding of increments of pay without cumulative effect;	Superintending	Engineer-in- Chief
2	Divisional Head Draftsman	Chief		Engineer	
3	Assistant Draftsman				
4	Tracer (Existing Tracer)				

		<p>MAJOR PENALTIES:</p> <p>(vi) withholding of increments of pay with cumulative effect;</p> <p>(vii) reduction to a lower stage in the time scale of pay for a specified period with further directions as to whether or not the Government employee will earn increments of pay during the period such reduction and whether on the expiry of such period the reduction will or will not have the effect of postponing the future increment of his pay;</p> <p>(viii) reduction to a lower scale of pay, grade, post or service which shall ordinarily be a bar to the promotion of the Government employee to the time scale of pay, grade, post or service from which he was reduced, with or without further directions regarding conditions of restoration to the grade or post or service from which the Government employee was reduced, and his seniority and pay on such restoration to that grade, post or service;</p>	<p>Engineer-in-Chief</p>	<p>Government</p>
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			<p>(ix) Compulsory retirement;</p> <p>(x) removal from the service which shall not be a disqualification for future employment under the Government.; and</p> <p>(xi) dismissal from the service which shall ordinarily be a disqualification for future employment under the Government.</p>		
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APPENDIX D

(See rule-15(2))

Sr. No.	Designation of posts	Nature of order	Authority empowered to make the order	Appellate authority
1	2	3	4	5
1. 2.	Circle Head Draftsman Divisional Head Draftsman	(i) Reducing or withholding the amount of ordinary/additional pension admissible under the rule governing pension. (ii) Terminating the appointment of a member of the Service otherwise than on his attaining the age fixed for superannuation.	Engineer-in-Chief	Government
3. 4.	Assistant Draftsman Tracers (For Existing Tracer only)	(i) Reducing or withholding the amount of ordinary/additional pension admissible under the rule governing pension. (ii) Terminating the appointment of a member of the Service otherwise than on his attaining the age fixed for superannuation.	Superintending Engineer	Engineer-in- Chief

Appendix E
(See Rule 9(1)(c)(iii))

**Syllabus for Holding Departmental test for the promotion
of Assistant Draftsman from existing Tracers**

Specification and Estimates

Paper-1

Total Marks : 150
Qualifying marks : 40%

Use of Public works Department estimate form. Taking out perimeter and areas of plain figures, volumes of simple solids, tanks, retaining walls and channels.

Preparation and checking of original and maintenance estimates for works relating to water supply, drainage, sewerage and sanitary installations.

Preparation and checking of list of materials required for the above schemes and estimates.

Preparation of analysis of rates for the items generally used in Public Health Engineering and for per running metre rates relating to the pipes and drains. Public Health Engineering and B & R Specifications and Schedule.

Drawing

Paper-2

Total Marks : 150
Qualifying Marks : 40%

Drawing instruments and equipments, care and maintenance, laying of measurements to scale. Use of pentagraph, planimeter and proportional compass.

Preparing plan, elevation and sections of building, tanks, culverts, plotting of longitudinal and cross sections from field books and contour plans, cross section of drains, sewers and manholes.

Diagrams of geological strata of tubewells, showing position of pipes and strainers.

Preparation of layout plans of Head Works for canal based water supply schemes and that based on tubewells or percolation wells etc. Principles of blue printing equipment and materials required for blue printings.

Engineering Designs

Paper-3

Total Marks : 100
Qualifying marks : 40%

Selection of sites for Head Works, Disposal Works and Tubewells.

Simple design of retaining walls, R.S Joists, R.C Beams, lintels, Slabs and battens etc. safe bearing pressure, distribution of pressure on foundations and footings.

Calculations of velocity, discharge, design of pipes, drains and sewers, preparation of terminal head statements, Combined and separate systems of sewerage schemes, sewage disposal.

Sanitary appliances and construction of house drains etc.

Design of various types of pumping plants, commonly used in Water Supply and sewerage schemes.

Yield and diameters of percolation wells, tubewells. Standards for provisions of Public Health Amenities and Sanitary Installations.

APPENDIX-F**(see rule 10(1))****SYLLABUS FOR HOLDING COMPETITIVE EXAMINATION FOR
RECRUITMENT TO THE POST OF DRAFTSMAN (CIVIL)****1. ENGINEER DRAWING**

Drawing instruments, lettering, lines and conventional signs of materials, dimensioning sketching, geometrical drawing, scales, Projection –Isometric projection, oblique projection, perspective views

2. BUILDING MATERIAL

Bricks, Stone, Lime, Cement, Timber, Sand, Surkhi and Cinder

3. BUILDING CONSTRUCTION

Brick masonry and various types of bonds, stone masonry , foundation , floor , lintels, and arches, carpentry and various types of joints, door, windows and ventilation, roofs, stairs, residential building and its planning, damp proofing course, pointing, white and colour washing, Drawing tracing, printing.

4. ALLIED TRADE

Electrical wiring, Carpentry, Plumbing.

5. SURVEYING

Chain surveying, Plane Table Surveying, Leveling and various surveying instruments.

6. RAILWAY ROAD AND BRIDGE

Roads, railway culverts and bridge-classification and components.

7. WATER RESOURCES ENGINEERING

Hydrology, water distribution works, cross drainage works, diversion storage Head Works.

8. WATER SUPPLY AND SANITATION ENGINEERING

Water supply and Distribution, sanitation system, sanitary fittings, Drain and sewers.

9. REINFORCED CEMENT CONCRETE AND STEEL STRUCTURES

Reinforcement cement concrete- selection of material, formwork extra beams and girders, rivets and type of joints, nuts and bolts, steel structures section.

10. ESTIMATING AND COSTING

Units of measurement, main items of building, types of estimate, method of detailed building estimate, rate analysis, building specifications.

11. BASIC COMPUTER APPLICATIONS AND AUTOCAD**Basic computer applications**

Autocad (2D and 3D) -Interface, drawing commands, drafting settings, editing commands, inquiry tools, layer and objects properties, creating and editing text, annotation scale, dimensioning, hatch objects, block and symbol library, plot and drawing , managing project extra.

Water CAD- building models , scenario management, calibrating models, using models for solving design and operation problems, sizing tanks and selecting pumps, optimal design.

ARC Info- GIS map basics, feature-attribute relationship and its benefit, creating a map layout, coordinates to find places, measurements on maps, managing map layers, symbolizing categorical data and quantitative data, styles, labels , annotation, map templates, join and related tables.

(P.K.Gupta)

Financial Commissioner & Principal
Secretary to Govt., Haryana, Public
Health Engineering Department,
Chandigarh